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**From:** Pribeck, Kristen (DPH)  
**Sent:** Wednesday, July 05, 2006 11:33 AM  
**To:** Borne, Alan (DPH); Sloutsky, Alex (DPH); Werner, Barbara (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Caloggero, Dina (DPH); Greer, Garry (DPH); George, Harvey (DPH); Fontana, John (DPH); Peppe, Joseph (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Pribeck, Kristen (DPH); Han, Linda (DPH); Grazioplene, Mariah (DPH); Nagle, Austin (DPH); Elvin, Paul (DPH); Belanger, Peter (DPH); Konomi, Raimond (DPH); Smole, Sandra (DPH); Stowell, Marcia (DPH); Wang, Xingtai (DPH)  
**Cc:** Walsh, Paul (DPH)  
**Subject:** FW: Statewide Record Retention Schedule Version June, 2006  
**Attachments:** Statewide RecordRetention 06.doc

Hello All,  
Please read the attached document - it contains a list of common record types at the State Laboratory Institute. Even if a record may be disposed of according to the retention schedule, approval must be granted and paperwork must be filled with Paul Walsh prior to disposing of ANY record.

Please forward this message to your supervisors/staff as appropriate. If you have any questions, please let me know.  
Thanks,  
Kristen

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**From:** Caloggero, Dina (DPH)  
**Sent:** Monday, July 03, 2006 10:13 AM  
**To:** Haney, Gillian (DPH)  
**Cc:** Pribeck, Kristen (DPH)  
**Subject:** FW: Statewide Record Retention Schedule Version June, 2006

Thanks Gillian. I will ask Kristen to send it to the Lab Sr. Staff...

Dina

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**From:** Haney, Gillian (DPH) [<mailto:Gillian.Haney@state.ma.us>]  
**Sent:** Thursday, June 29, 2006 11:38 AM  
**To:** 'Caloggero, Dina (DPH)'  
**Subject:** FW: Statewide Record Retention Schedule Version June, 2006

Hi Dina- I had Deb prepare the attached- you and the other lab staff may find this helpful. Feel free to forward.

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**From:** Beausoleil, Debra (DPH)  
**Sent:** Thursday, June 29, 2006 10:49 AM  
**To:** Daniel, James (DPH); Haney, Gillian (DPH); Talebian, Pejman (DPH); Kludt, Patricia (DPH); Schauer, Stephanie (DPH); O'Donnell, Marie (DPH); Cochran, Jennifer (DPH); Etkind, Sue (DPH); Bertrand, Thomas (DPH); Izzi, Marcia (DPH); Brown, Catherine (DPH)  
**Cc:** DeMaria, Alfred (DPH); Cheney, Sally (DPH); Heisey, Dawn (DPH); Laporte, Tracy (DPH); Dooley, Jacqueline (DPH); Caron, Palma (DPH)  
**Subject:** Statewide Record Retention Schedule Version June, 2006